

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Messenger/Driver

About the job:

The CSIR has a vacancy for a **Messenger/Driver** within the Management Services portfolio. The incumbent will be responsible for collecting people, deliver documents, maintain vehicles check lists, provide mail and delivery services. This position is based Pretoria.

Key responsibilities:

- Receive, capture and distribute all mail-related services;
- Deliver and collect items and mails;
- Take and collect visitors from various locations;
- Check, clean and maintain pool vehicles;
- Conduct monthly vehicle checklist;
- Prepare outgoing and incoming mail;
- Record mail in appropriate files;
- Keep log sheets for reconciliation and filing;
- Keep record of cheques and petty cash;
- Pack parcels, frank correct postage and support to mail franking machine;
- Responsible for punching and binding;
- Ensure the fax and copiers are in good working order.

Qualifications, skills and experience:

- A Matric certificate with two years' experience as a driver/messenger;
- A valid driver's licence and PDP (Public Drivers Permit);
- Planning and organising skills;
- Customer service orientated;
- Rule orientated;
- Ability to function within a team;
- Ability to pay attention to detail
- Excellent communication skills;
- Computer literacy skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Job title: Reference No: 308017)**

Closing date: 26 April 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***